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June 17, 2009

TO: Each Health Deputy

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

A handwritten signature in black ink, appearing to read "Jonathan E. Fielding".

SUBJECT: **SOLE SOURCE PURCHASE ORDER WITH HANSINE FISHER AND ASSOCIATES**

This is to inform you that Department of Public Health's (DPH) intent to enter into a sole source agreement with Hansine Fisher & Associates (HFA) to provide technical assistance related to the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs.

Background

HFA services will better enable DPH to maximize recoupment of MAA and TCM related costs through federal revenue sources. The services offered by HFA are specialized and outside the requisite experience base of our present staff. A sole source request is sought as there are currently no other specialized consultants available, based on a search (including the Internet) offering these specialized services.

During a department-wide effort to increase revenue in July 2002, DPH began participation in the California MAA/TCM programs. At that time, DPH elected to participate only in MAA. In July 2007, the DPH Nurse Family Partnership began participation in TCM. DPH involvement in these programs has been successful: revenue received from these programs has been over \$11 million, with another \$6.7 million awaiting payment by the California Department of Health Care Services.

Scope of Work

This agreement will allow DPH to evaluate and increase the efficiency of its MAA/TCM programs to maximize its revenue and to determine the possible inclusion of more DPH programs into MAA/TCM and other Medicaid programs.

HFA has over 30 years of experience and knowledge about public health services and funding and the opportunities and limitations around MAA and other Medicaid claiming. Its staff has furnished technical support and consultation services to other jurisdictions including other counties on MAA and TCM since 1992. They have drafted Medicaid claiming implementation plans and done staff training on how to complete MAA invoices and TCM cost reports for both program documents for accuracy and completeness. They have also reviewed documentation and developed training resources to improve staff skills in identified areas of weakness.

The total cost of the proposed agreement is \$99,900 for a term of 12 months. This amount includes labor costs associated with meeting contract deliverables, travel, and administrative expenses. Up to 50 percent of these costs would be reimbursable through MAA.

If you have any questions or need additional information, please let me know.

JEF:djm

c: Sheila Shima
Richard Mason
Miles D. Yokota
Jeremy D. Cortez